

2023 Synod Convention Reimbursement Guidelines – PSD

All Requests for Reimbursement must be submitted on a 2023 Convention Expense Form

Original Itemized Receipts required for all reimbursements

Airfare/Airport

1. Airfare will be reimbursed based on the lowest airfare published prior to the travel date.
2. The District will **not** reimburse:
 - a. Travel insurance, Early Check-in fees, extra leg room charges, etc.
 - b. Second checked bags, carry-on bag charges, or overweight baggage charges
 - c. Early Check-in fee or Itinerary change(s) to fly at a different time for the traveler's convenience
 - d. Fees for a third-party service (i.e. Expedia, Travelocity)
 - e. Airport parking during the convention
3. *Transportation arrangements from the airport in Milwaukee to the hotel are tentatively being made by Synod. We will inform you as we know more concrete details.*

Hotel Reservations

1. Hotel reservations for the Synod convention are arranged by the District. The District will cover the room and tax for **Friday, July 28-Thursday, August 3**. *The District will not cover the cost of the room if you choose to stay past August 3.*
2. You will be required to provide a credit card when you check in to the hotel for incidentals. Your card will not be charged for your room or room taxes; however all other incidentals will be charged to your credit card. This includes any meals charged to the room, in-room movies, laundry, room service, etc. Complimentary Wifi is available.
3. Hotel parking during the convention will **not** be reimbursed.
4. **As has been our policy, charges for any alcoholic beverages will not be reimbursed.**

Meal Expenses & Reimbursements

More information will be provided at the District Delegate Orientation

1. There will be an all-delegate dinner the evening of Sat. Jul. 29.
2. There will be Pacific Southwest District working breakfast meeting three of the mornings of convention (Sun. Jul. 30, Mon. Jul. 31, Tues. Aug. 1).
3. Prior to convention you will be provided with Per Diem funds covering meals, snacks, etc. No other meal reimbursement will be provided.

Driving

1. Travel in a personal vehicle will **not** be reimbursed for round trip miles traveled. If you choose to drive, reimbursement amount will not exceed the *lowest* airfare available. Backup support of miles driven is required. Use Google Maps or similar tool. We do not pay for rental cars or gas for delegates.
2. Parking at the hotel will **not** be reimbursed during the Synod Convention